



CITY OF SAINT PAUL
Department of Safety and Inspections
Fire Safety Inspection Division
375 Jackson St. Suite 220

**INSTRUCTIONS FOR
FIRE ALARM FEE
CALCULATION**
Revised July 2015

- **BASE FEE**
 - \$70.00 minimum
- **FIRE ALARM CONTROL UNIT**
 - \$20.00 for each
- **FIRE ALARM OPENING**
 - \$2.00 for each device
- **PLAN REVIEW**
 - Required for all new systems and plans with over 100 devices. Fee is 65% of permit fee. (Effective May 1, 2012)

STATE SURCHARGE IS \$1.00 FOR THE ABOVE ITEMS.

Exceptions on the state surcharge is when the permit fee is greater than \$10,000.00 in which case it is the permit cost times 0.0005.

Fill out a Fire Alarm Inspection Request Form and fax it to (651) 266-8951 when you are ready for an inspection. An inspector will contact you within 48 hours to set up an inspection time and will fax you back the form when the inspection is complete. A separate electrical inspection is also required and can be scheduled by calling your assigned electrical inspector between 7:30am and 9:00am.

**Permit fee information can be obtained by calling (651) 266-8989
Monday – Friday 8:00 AM – 4:00 PM**